

INTERVIEWING & ASSESSING CANDIDATES

4 best practices for selecting candidates

- 1 Make Hiring Decisions Early
- 2 Create a Hiring Committee
- 3 Market Your Site
- 4 Incorporate Multiple Measures to Assess Candidate Readiness and Fit

Once You've Selected Your Candidates . . .

BEFORE THE INTERVIEW

- Create a strong hiring committee and assign responsibilities
- Establish a time frame that allows ample time to engage with the candidate (*typically 30-60 minutes*)
- Distribute resumes and an interview schedule to the hiring committee prior to the interview

DURING THE INTERVIEW

- Incorporate tasks that are directly related to the specific job (*eg: for a teacher, demonstration lessons and data analysis*)
- Maintain the integrity of each interview by utilizing the same set of questions and/or activities for all candidates
- Utilize the same assessment tool for all candidates interviewed
- Never ask questions that may violate EEOC standards (*ie: "How old are you?" or "Do you believe in God?" Visit [this site](#) for a complete list*)
- Don't promise the position to your candidate of choice, since employment offers must be confirmed thorough HR staffing. *You may express to the candidate your plans to recommend them to the position.*

AFTER THE INTERVIEW

- Follow up with the candidates regarding your decision/recommendation
- Always follow up with your HR Business Partner once a recommendation has been made. You can find this information on your Business Partner [here](#).

HINT!

The HR Staffing team conducts a thorough pre-screening process to determine the eligibility of applicants. However, this pre-screening phase does not include a check of references. Prior to making a recommendation, hiring managers are encouraged to contact the candidate's previous and/or current employer to ascertain his or her work performance.

